

What's New in eTime for Supervisors?

eTime 2.1.8 Supervisor Home View

New eTime Supervisor Home View

Supervisor Management Changes

Supervisor Management has been moved to the top **Management->Supervisor Management** menu. Note the following name changes to supervisory functions:

- Supervisor Approval, now called **Workbox**.
- Delegated Approval, now called **Delegated Workbox**.
- Subordinate Summary, now called **Employee Summary**.
- **Team Calendar** (for viewing the team calendars of your subordinate units).
Note: use the top Team Calendar menu item to view your supervisory peers.

Changes to Overtime Pre-Approval and Overtime Worked Requests

Supervisors can now pre-approve overtime based on **Location, Type and Pay Method**. **Location** and **Pay Method** are now required on the overtime worked requests for your review.

New Supervisory Functions

The following functions were added to the top **Management->Supervisor Management** menu:

- **Call-In Request** - Enter a reminder that appears on an employee's timesheet for the employee to create a Leave Request when the employee calls in. Employee will not be allowed to submit that timesheet if a Leave Request has not been entered to replace the Call-In.
- **Supervisor Report Viewer** - Supervisors can now run reports to list any pending leave, overtime or timesheets as well as any incomplete timesheets not yet submitted by the team.

Quick Info

eTime now employs a mobile-friendly interface. The interface will scale and shift elements to properly accommodate all screen sizes.

Navigation - The system menu is now located across the top instead of at the left-hand side. On normal screens, the full menu will be visible. On smaller screens, the menu will be minimized - click or tap the symbol in the upper right-hand to show the full menu.



Help link - click to view quick reference and what's new guides along with timekeeper contact information.

Buttons - Default buttons in views are blue while other buttons are gray. This aids the eye in moving to those buttons more intuitively.

Icons - Icons and images have been replaced with textual links or buttons to reduce visual clutter.